

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: July 27, 2015
CC: All Departments



Interim Town Administrator: The majority of the week was spent on the recruitment of the Town Administrator. I was heavily involved with the preparation, review and transmittal of material with the interview panelists. One full day was spent facilitating the Citizen/Employee Panel and Professional Panel with a Municipal Resources colleague. This day was spent with interviews and evaluation of semi-finalist candidates, as well as phone conversations with the candidates. Another day was spent facilitating the interview process of three finalist candidates with the Board of Selectmen. All panels were pleased with the process. Additionally, various meetings were conducted with staff personnel and work was conducted on staff reports. An agreement was processed with Virtual Town Hall (VTH) for a Redesign and Conversion of the website that will result in an improved website and more streamlined. I had discussion with the Conservation Commission Chair regarding options for tax deductible contributions in response to questions. The conversion of the Town's email system took place during the week which was contracted with Lakes Region Computer. The conversion went smoothly. The week of July 27th I will be in the office for a short time Monday morning, all day Tuesday and Thursday. If needed I may be in for a short time on Friday morning.

Administrative Liaison: I assisted with preparations for the Town Administrator interviews conducted on 7/21 and 7/23, and also participated in the Town Administrator interviews on 7/21 along with five residents and one other Town employee. I assisted the IT contractor with making communication links with staff and departments for the email conversion from Google (Gmail) to Microsoft Exchange. This process took a few days, but seemed to be somewhat seamless. I coordinated with Town Hall Streams regarding the installation of the new camera, and we expect that over the next two weeks to have everything installed and in service. I worked with staff to finalize the July 30th Board of Selectmen's meeting.

Finance: Nothing to report this week.

Assessor: Vision Government Solutions sent preliminary value letters to all taxpayers last week. The letters list both the 2014 assessed values and the 2015 preliminary values, along with the telephone number and website for taxpayers to schedule an informal hearing with a Vision representative. The hearings dates are August 4, 5, 6, 7 and August 10 (if necessary) and will be held at Town Hall. If a property owner is unable to come to Town Hall, they will be able to schedule a time when a Vision representative will call them to discuss the property over the phone. I will be available during those days, except for August 10th, when I will be unavailable due to a previous engagement. When the informal hearings are completed, we will analyze the information received and make any necessary changes. Vision will then send letters to all those who attended the hearings and also others properties that may have been effected by information obtained in the hearings.

Tax Collector: Nothing to report this week.

Town Clerk: I received the Department of Safety's Audit report from the State of NH last week. The audit was performed in late May. The Town Clerk is the Municipal Agent for the Town of Moultonborough. The audit is to determine if the Municipal Agent is in compliance within the area of cash accountability, inventory accountability, physical setup and procedures of the Department of Safety Administrative Rule's and appropriate RSA's. I must insure each employee in my office also follows these requirements. The report stated all was in compliance and inventory accounted for.

Public Works & Facilities: Agent Kinmond worked with a private road association on review of paved speed bump installations. Agent Kinmond and Foreman Wakefield conducted interim employee discussions with the staff. Agent Kinmond worked on Road Projects, with discussions with property owners and review with contractors for ditching and drainage work on Lee Road. Agent Kinmond, Foreman Wakefield and MPD reviewed a minor motor vehicle accident at a road work site. A motorist passing through the site collided with fixed objects (a stump and rock off the travel surface of the roadway). MPD is investigating and there was no damage to any Town equipment. Agent Kinmond attended the CIPC meeting and briefed the committee on the PSB slab and parking lot project. The slab funding was removed for 2016, and more research will be done on the cost for drainage, fall mediation, and further monitoring. The parking lot capital project was broken into two years 2016 and 2017 (\$175K each year). This will be under one contract carried out over the two years. During the week staff attended to ditching, stone dams, water run offs, as well as grading wash outs on Bodge Hill, Ossipee Mountain, Old Red Hill, Randall, Tara, Jeremiah Smith, Glidden, Winaukee Roads, and Lake Shore Drive. Rocks were removed on Melly Lane, Buckingham Terrace, States Landing and Fox Hollow Roads, with gravel or cold patch being added. Tree trimming was done on the Moultonboro Neck/Shaker Jerry intersection with residents' permission as the state was unable to get to it timely and visibility was an issue. Long Island Beach was raked just before the weekend and Milfoil was checked for emptying, however it was less than half full.

Facility & Grounds Division: Agent Kinmond assisted a resident with information on cemetery lots and the rules for monuments and plants. The grounds team leader was on vacation this week and the seasonal team member attended to the Playground needs; raking and mowing the ball field, cleaning ball courts, trash, and parking lot cones and signs. The Lions Club was mowed and string trimmed as well as the Public Safety Building. Shannon cemetery was also mowed and mower maintenance performed. F&G staff attended the annual Touch a Truck event with the children as well as handled the set up and tear down of the TA interview sessions. Recyclables were attended to at the Lions Club and many other items began to be noted for the weeks to come.

Moultonborough Police Department: The Moultonborough Police Department recorded 447 log entries, which included the following calls for service, 62 motor vehicle stops, 17 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 4 complaints, 2 MV Accidents, 7 MV Complaints, 5 residential alarms, 4 commercial alarms and 3 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 446 calls for emergency service. For the period of 7/17/15 to 07/23/15 there were 24 calls for service: (16) Medical Emergencies, (1) Carbon Monoxide Incident, (1) Unauthorized burning call, (1) Authorized Controlled Burning call, (2) Lift Assists, and (3) False Fire Alarms. MFR received automatic aid from Center Harbor on one call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:38 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:33 minutes

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:23 minutes

Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

Operations: During the week of 7/17/15 to 7/23/15 there were: 2 requests for information, 2 oil tank permits, 1 foster care home inspection, 1 oil burner inspection, 1 Suprabox installation, 1 Touch a Truck at MCS, and 1 station tour. On 7/20; the monthly work session was held at Central Station.

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: MRD would like to thank the Police, Fire, and DPW, as well as Stewart's Ambulance for another great Touch a Truck event last week. Also, last Tuesday, MRD and the Library teamed up for the "Frozen" sing along event. The event was well attended, and the kids enjoyed games, arts and crafts, lots of themed treats, and of course, the music! In August, MRD will team up with the Library again for a "Creepy Stories" event, that will have a Zombie theme to it! This week, the Fire Department will visit our camps for the annual foam day, on Wednesday, July 29. The campers enjoy the event every year, and are anticipating a great time again this year! MRD will wrap up the concert series this Wednesday with local artists performing some memorable songs from the 50's through the 90's. The series has been well attended this summer and enjoyable for patrons. Free popcorn and lemonade is served weekly. On Saturday, August 1, MRD will host the annual Edith's Tennis Tournament. Benefits from the raffle will go to the American Cancer Society in honor of Edith Hazeltine. Local businesses have donated several prizes for the event.

Important Dates to Remember

Board of Selectmen's Meeting & Public Hearing, July 30, 2015, 7 PM

Household Hazardous Waste Day, August 1, 2015, Highway Garage, 8:30 AM-Noon

Board of Selectmen's Meeting, August 6, 2015

Joint Board of Selectmen & School Board Meeting, August 11, 2015, 7 PM

Board of Selectmen's Meeting, August 13, 2015, 7 PM

Board of Selectmen's Meeting, August 20, 2015, 7 PM

Board of Selectmen's Work Session, August 27, 2015, 4 PM

Staff Meeting, August 7, 2015, 9 AM